

Medicaid Administrative Claiming Program

ACTIVITY CODE REFERENCE GUIDE

<p><u>Activity Code 1:</u></p> <p>Direct Medical and School Health-Related Services</p> <p>Providing direct medical care, counseling and therapeutic services or treatment. These activities include screening, evaluations, and treatment. Includes related paperwork, clerical activities, training, and staff travel required to perform these activities.</p>	<p>Use Activity Code 1 when you are:</p> <ul style="list-style-type: none"> • Providing direct medical, mental health, or therapeutic care services as well as the administrative paperwork, follow-up, and billing activities related to that service. • Developing care plan • Conducting screenings, diagnostic evaluations and/or assessments, and treatments • Counseling about a health, mental health, or substance abuse issue • Performing child health screens such as vision, hearing and other EPSDT screens • Providing immunizations or pre-natal care services • Administering first aid, emergency care, or prescribed medications or injections • All services that can be billed to Medicaid
<p><u>Activity Code 2:</u></p> <p>Non-Medicaid, Educational and Other Social Activities</p> <p>Performing school-related activities, including classroom instruction, lesson planning, dealing with discipline issues, attendance issues, and handling class schedules. These activities include the development, coordination, and monitoring the educational aspects of as student's IEP and attending the IEP meeting. Supervising students during lunch, playground, study hall, bus, etc. Conferences with parents, students, and/or teachers regarding academic, discipline, or other school related matters. Includes related paperwork, clerical activities, training and staff travel required to perform these activities.</p>	<p>Use Activity Code 2 when you are:</p> <ul style="list-style-type: none"> • Activities that are specific to instructional, curriculum, and student focused areas • Classroom instruction, including lesson planning, testing, and correcting papers • Individualized instruction to a special education student • General supervision of students (e.g., lunchroom, playground, bus, study hall, etc.) • Developing, coordinating and monitoring the educational component of the IEP and the associated meetings/conferences • Parent conference about a student's educational progress • Compiling/monitoring attendance reports, report cards, or OPI reports • Monitoring and arranging class schedules • Conferencing/meeting with students and/or parents about discipline, academic matters, attendance, or other school related issues • Participating in or presenting training related to curriculum or instruction • Reviewing student records, and monitoring student academic achievement • Evaluating instructional services and curriculum, school policies and procedures
<p><u>Activity Code 3:</u></p> <p>Outreach to Medicaid Programs</p> <p>Informing eligible or potentially eligible individuals about Medicaid and how to access it, describing the range of services covered under Medicaid and how to obtain Medicaid preventive services. Both written and oral methods may be used.</p>	<p>Use Activity Code 3 when you are:</p> <ul style="list-style-type: none"> • Informing individuals, students and their families about the benefits and availability of services provided by Medicaid, including preventive care, treatment, screenings and the EPSDT program • Encouraging families to access medical/dental/mental health services provided by the Medicaid program • Distributing literature about the benefits, eligibility requirements and availability of Medicaid services, including EPSDT screenings • Providing information about EPSDT screenings (e.g., dental, vision) in schools that will help identify medical conditions that can be corrected or improved by services offered through the Medicaid Program
<p><u>Activity Code 4:</u></p> <p>Outreach to Non-Medicaid Programs</p> <p>Performing activities that inform eligible or potentially eligible individuals about non-Medicaid, social, vocational, and educational programs and how to access them, describing the range of benefits covered under these programs and how to obtain them. Both written and oral methods may be used.</p>	<p>Use Activity Code 4 when you are:</p> <ul style="list-style-type: none"> • Describing educational, social, or vocational programs or services (i.e. Special Education program, scholarships, remedial programs, after-school childcare, Boy/Girl Scouts) • Informing families and distributing literature about the benefits and availability of non-health related programs (i.e. WIC, childcare scholarships, summer programs, sports camps, after school activities, career searches, college, etc.) • Scheduling and promoting activities which educate individuals about the benefits of healthy life-styles and practices • Conducting general health education programs or campaigns addressed to the general population (i.e. DARE, Red Ribbon week, healthy life-styles, anti-smoking programs) • Conducting outreach to access to educational, social, legal or other services not covered by Medicaid
<p><u>Activity Code 5:</u></p> <p>Facilitating an Application for Medicaid</p> <p>Assisting an individual or family in becoming eligible for Medicaid.</p>	<p>Use Activity Code 5 when you are:</p> <ul style="list-style-type: none"> • Assisting individuals or families in gathering pertinent information for or completing an application for Medicaid covered health services • Explaining the Medicaid eligibility process to prospective applicants
<p><u>Activity Code 6:</u></p> <p>Facilitating an Application for Non-Medicaid Programs</p> <p>Assisting an individual or family in becoming eligible for non-Medicaid programs.</p>	<p>Use Activity Code 6 when you are:</p> <ul style="list-style-type: none"> • Assisting an individual or family in completing or gathering information to complete a college application, job application, student loan, IDEA, Free and Reduced Lunch, etc. • Referring an individual or family to the appropriate agency for Food Stamps, day care or other social programs to complete an application for assistance • Explaining the eligibility process for non-Medicaid programs, including IDEA • Verifying a student's eligibility for free and reduced lunch
<p><u>Activity Code 7:</u></p> <p>Referral, Coordination and Monitoring of Medicaid Services</p> <p>Making referrals for, coordinating and monitoring the delivery of medical and mental health services. Includes linking students and families with Medicaid service providers to plan, carry out and maintain a health service plan. Includes related paperwork, clerical activities, training, and staff travel required to perform these activities.</p>	<p>Use Activity Code 7 when you are:</p> <ul style="list-style-type: none"> • Participating in meetings/discussions to coordinate or review an individual's need for health related services covered by Medicaid • Monitoring and evaluating the Medicaid service components of the IEP as appropriate • Providing information to other staff about the individual's related medical or mental health services and plans • Gathering information for referrals or evaluations for necessary medical, mental health or substance abuse services • Scheduling EPSDT screens or other medical and mental health diagnostic services • Coordinating medical, mental health or substance abuse services covered by Medicaid which were identified as a result of a screen or evaluation • Coordinating and/or scheduling health care appointments for the individual or family • Scheduling and/or coordinating the delivery of immunizations

<p><u>Activity Code 8:</u> Referral, Coordination and Monitoring of Non-Medicaid Services Making referrals for, coordinating, and monitoring the delivery of non-medical, educational, vocational and other social services. Linking students and family with educational, vocational or other social service providers to plan, carry out and maintain an education service plan. Includes related paperwork, clerical activities, training, and staff travel required to perform these activities.</p>	<p>Use Activity Code 8 when you are:</p> <ul style="list-style-type: none"> • Monitoring, making referrals and/or recommendations to coordinate a student's scholastic needs • Making referrals for, coordinating and monitoring the delivery of scholastic, vocational, and other non-health related examinations • Making referrals for and or coordinating access to social and educational services such as child care, employment, job training and housing • Monitoring the non-medical components of and IEP as appropriate • Gathering any information that may be required in advance of these non-Medicaid related referrals • Participating in a meeting/discussion to coordinate a student's need for scholastic, vocational, and non-health related services
<p><u>Activity Code 9:</u> Client Assistance to Access Medicaid Services Arranging for specific support provisions, such as transportation or translation assistance, necessary for an individual or family to access Medicaid services.</p>	<p>Use Activity Code 9 when you are:</p> <ul style="list-style-type: none"> • Arranging for or providing translation or signing services that assist an individual or family accessing and understanding necessary health care or treatment • Arranging for transportation for an individual or family to access Medicaid services
<p><u>Activity Code 10:</u> Client Assistance to Access Non-Medicaid Services Arranging for specific support provisions, such as transportation or translation assistance, which are necessary for an individual or family to access non-Medicaid educational and social services.</p>	<p>Use Activity Code 10 when you are:</p> <ul style="list-style-type: none"> • Arranging for or providing translation or signing services that assist a student or family to access and understand educational and other social services • Arranging for or providing translation or signing services to assist in the completion of day care, legal, social service program applications • Arranging for transportation for an individual or family to access educational, vocational and other social services such as after school programs, athletics, etc.
<p><u>Activity Code 11:</u> Program Planning, Policy Development and Interagency Coordination Related to Medical Services Activities associated with the development of strategies to improve the coordination and delivery of medical/dental/mental health services to school age children. This code includes time spent developing, monitoring, and implementing tracking systems to assess the effectiveness of these services and programs. Includes related paperwork, clerical activities, training and staff travel required to perform these activities.</p>	<p>Use Activity Code 11 when you are:</p> <ul style="list-style-type: none"> • Working with other health agencies to improve the coordination, delivery, and access of medical/mental health services • Developing internal plans and strategies to assess the cost effectiveness of school health programs, increase service capacity and close service gaps • Monitoring the effectiveness and delivery health services in schools • Developing procedures for tracking the requests of families for assistance with Medicaid services and providers • Working with Medicaid resources, such as the Medicaid agency and Medicaid managed care plans, to make good faith efforts to locate and develop EPSDT health service referral relationships • Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school population • Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system • Coordinating the medical/mental health service programs provided in schools with other community medical/mental health programs and agencies
<p><u>Activity Code 12:</u> Program Planning, Policy Development and Inter-Agency Coordination Related to Non-Medical Services Activities associated with the development of strategies to improve the coordination and delivery of non-health related educational services to school age children. Developing, monitoring and implementing tracking systems to assess the effectiveness of these services and programs. Includes related paperwork, clerical activities, training or staff travel required to perform these activities.</p>	<p>Use Activity Code 12 when you are:</p> <ul style="list-style-type: none"> • Working with other education agencies to improve the coordination, delivery, and access to educational, vocational, employment, and other social services (non-health) • Developing internal plans and strategies to increase district wide educational service capacity and close service gaps • Monitoring the effectiveness of educational related services in schools • Coordinating with interagency committees to identify, promote and develop expanded educational services in the school system
<p><u>Activity Code 13:</u> General Administration Performing general administration activities of the school or local education agency, as well as time associated with breaks, lunch or paid leave.</p>	<p>Use Activity Code 13 when you are:</p> <ul style="list-style-type: none"> • Unable to assign your sample moment to any other activity code • Taking lunch, breaks, or any paid leave (i.e. personal leave, sick leave, vacation) • Attending general school staff meetings, board meetings or district training • Reviewing school or district procedures and rules • Providing general supervision of staff (i.e. evaluations) • Performing other administrative or clerical activities related only to general building or district functions or operations
<p><u>Activity Code 14:</u> Not Scheduled to Work The sample moment occurs at a time when the employee is not scheduled to be at work, and is not receiving paid time off.</p>	<p>Use Activity Code 14 when:</p> <ul style="list-style-type: none"> • Your sample moment is before or after your scheduled workday hours • You are not being paid at your sample moment

*It is important that you match what you were doing during your sample moment to the correct activity code.
 Reimbursement amounts for the entire state are dependant upon these activities.*

Remember:

- Any paperwork (including phone calls, emails, copying, etc.), clerical activities, training or staff travel related to a specific activity are included with that activity code.
- Activity Code 13 should be used if you are unable to assign your sample moment to any other activity code, or if your activity matches one of the examples.